

**Minutes of the Community Development Committee
Public Meeting
September 7, 2010
Town Room, Town Hall**

Attendance

Present: Mary Jane Laus (co-chair), Claude Tellier (co-chair), Jana McClure, Nancy Gregg, Nathaniel Malloy (staff), Roy Rosenblatt (staff consultant), David Ziomek (staff), Reikka Simula (visitor), Hwei-Ling Greeney (visitor), Jan Eidelson (visitor), Cheryl Zoll (visitor)

Absent: None

Called to Order

1:42pm

Announcements

None

Minutes

Meeting minutes from August 24, 2010 were approved unanimously (4-0) (moved:NG/MJ) with the following clarifications:

- NM added the notation of the actual linear feet, 1,000 feet, that the Olympia Drive target area needs to be extended south to include other Town priorities.

Old Business

- i. RR informed the committee that the Survival Center project is eligible for 2009 CDBG funding. However, the Survival Center is only eligible for the request of 75,000.00 for the architectural design fees.

The Historical Commission will review the Hawthorne property in the near future which could result in excluding the project from funding.

The committee and Ms. Greeney engaged in a discussion regarding the West Street property. The property was not recommended for funding. The committee informed Ms. Greeney that the project did not meet all of the criteria necessary for consideration. NM informed all in attendance that the guidelines for submissions will be posted on the town website in the near future.

- ii. No other old business was discussed.

New Business

- i. Officers & Membership – The committee discussed various ways to recruit new members. MJL will contact Alisa Brewer, the committee's select board liaison, to help recruit members. A copy of the committee's charge will be brought to the next public meeting.
- ii. 2011 Grant Application Procedure – RR discussed the necessary meetings required to meet the application timeline. The following timeline was discussed in detail by the committee:

- Sept. 21 – Public Mtg. at 1:30pm to review the Community Development Strategy & define Social Service priorities.
- Sept. 28 – Public Hearing at 5:30pm to discuss CDS and SS priorities.
- Sept. 29 - Request for Proposals advertised for SS funding (no meeting)
- Oct. 12 – Public Mtg. at 1:30 to discuss capital projects and SS
- Oct. 29 – RFPs due for CDC review
- Nov. 1 – Public Hearing at 5:30pm to notify public of prioritized SS and Capital Project
- Nov. 10 - Public Mtg. to finalize SS and Capital Projects recommendations and CDS revisions

The committee determined criteria and guidelines for future capital project RFP submissions. All submissions must contain the following criteria:

- Location of proposed project—is it in a Target Area or village center?
- A budget detailing the project, including total budget and all other sources of funding
- Feasibility of project—can the project be completed within the allotted time?
- A general description of the project
- Statement indicating how the project achieves national objectives (i.e. benefits the low-to-mod income population of Amherst) and the populations served.
- Demonstrate alignment with the Amherst’s Master Plan
- Provide supporting documents as necessary
- Demonstrate the support of other Amherst Town stakeholders (i.e. other committee support)

The committee determined the procedure for hearing proposals at public hearings. The following was determined:

- All proposals must be written and submitted to the committee prior to being heard
- Proposals must follow the guidelines and meet all criteria as stated in advance
- Presentation of proposals are no longer than 5-7 minutes
- The committee will request all questions to be held until the end of hearing all proposals

NM will post all guidelines and criteria on the town website

iii. Other New Business – None

Material Distributed at Meeting (Available upon request in the Planning Department)

Meeting Agenda

Minutes—August 30, 2010

Email—Listing 2011 CDBG Public Hearing Process

Next Meeting

September 21st at 1:30pm. (refer to above timeline)

Adjourned

3:30pm

Respectfully Submitted,
Jana McClure